



FREMONT PLANNING BOARD  
February 18, 2015  
Meeting Minutes

Present: Chairman Roger Barham, Vice-Chairman John (Jack) Karcz, Members Jack Downing and Andrew Kohlhofer, Selectmen Brett Hunter, Alts. Phillip Coombs and Tom O'Brien, Building Official Bob Meade, interim RPC Circuit Rider Glenn Copleman, and Land Use AA/Recording Secretary Meredith Bolduc.

Mr. Barham opened the meeting at 7:00 pm.

#### MINUTES

Mr. Downing made the motion to approve the minutes of the January 21, 2015 meeting as written. Motion seconded by Mr. Karcz with unanimous favorable vote.

#### BUILDING INSPECTOR

Mr. Meade reported:

Sheds: letters have been written and sent relative to sheds built without proper setback to Peter & Audrey Karamourtopoulos, South Road and John Lawrence, Victoria Farm Road. A letter will go out to Wayne Copp, 528 Main Street for same.

Jack Carson, 67 Gristmill Road: Mr. Carson goes before the ZBA seeking an Equitable Waiver for his foundation being built closer than 50' to the street property line.

Jacob's Cove: The septic design for the first home has been received.

Seacoast Farms: There was a complaint about snow dumping at the Seacoast Farms site. The snow is 150' away from wetland so there is no problem.

272 Main: Several parties have called interested in 272 Main Street.

#### STANTEC

It was agreed that Mrs. Bolduc will talk with Dan Tatem of Stantec to find out if the \$4,000 that is in account with Stantec for engineering purposes can be used for other than planning related regulations or regulation updates. Suggestions were:

- Corporate Commercial Zone feasibility study.
- Sidewalks.
- Engineering study as a master plan for all roads in Fremont.
- Stormwater Management Plan to respond to the MS4 plan.

Mr. Barham said he originally came up with the waiver plan that was accepted as an alternate to the Stormwater Management Plan and he will look into how long the waiver is good for.

#### RICHARD FISHER/PATTERSON ASPHALT PLANT

Approved March 4, 2015

#### Map 5 Lot 034

Richard Fisher recently left a voice message with the Land Use Office saying that there is too much snow to survey and plan for the proposed asphalt plant on the property of Map 5 Lot 34 so they are putting the project on hold for a while.

#### BENJAMI & ELIZABETH REMICK / WILLIAM & VALERIE MILLIOS

Map 6 Lot 062-12-03      Map 6 Lot 062-12-04      Lot Line Adjustment

The Board received and reviewed the required Mylar for the recently approved Remick/Millios Minor Lot Line Adjustment.

Checks for all recording fees were received. The Mylar and plans were signed by the Mr. Barham (Chairman) and Mrs. Bolduc (Secretary) and the Mylar will be recorded within 3 business days.

#### CAPITAL IMPROVEMENTS PROGRAM (CIP)

Mr. Barham presented the CIP proposal for discussion by the Board. The presentation included:

##### 1. CIP FUNDAMENTALS

A CIP provides the following advantages:

- Stabilizes annual Capital Expenditure
- Enables Impact Fees
- Provides Total Picture of Fremont's major needs
  - Rational & Defensible Project schedule
  - Provides a Public informational tool

##### 2. CIP PROCESS

The following is a summary of the CIP process:

1. Planning Board Authorized by Town Meeting to prepare a Capital Improvement Program (CIP)
2. CIP Committee formed by the Planning Board
3. Department Heads are asked to provide 6-year projections of Capital Projects
4. CIP Committee establishes Complete Project List from information supplied by Departments
5. CIP Committee meets with each Department to review Project Submissions
6. CIP Committee prioritizes Projects according to needs & costs
7. CIP Committee prepares Project Spreadsheets
8. CIP Committee provides Finalized CIP Report to Planning Board
9. Planning Board adopts CIP Report and sends along to Budget Committee & Board of Selectmen
10. Planning Board publishes CIP Report.

The CIP Report is updated annually:

- CIP Committee repeats tasks 3 – 10 (above)
- Department Heads update their Capital Project Lists (step 3):
- Add, delete or modify projects
- Revise priorities as necessary
- CIP Report reflects Actual Town Budget decisions

##### 3. CIP COMMITTEE

The CIP Committee to comprise of 6 members of the following bodies:

## Planning Board Meeting Minutes - February 18, 2015

Approved March 4, 2015

- Planning Board 2
- Budget Committee 2
- School Board 1
- Selectman's Representative 1

### 4. CAPITAL PROJECTS

A Capital Improvement is defined as a major, non-recurring, expense of \$10,000 or more which falls within one of the following categories:

- Land
- Buildings
- Vehicles
- Equipment (lasting 5 years or more)
- Building Renovations & repairs)
- Transportation Projects (resulting in long term improvements)
  - Bridge Rehabilitation
  - Road Repair & Resurfacing

### 5. TOWN DEPARTMENTS

The following Department Heads will be responsible for submitting Capital Projects to the CIP Committee:

- Board of Selectmen
- Highway Department
- Fire & Rescue
- Police
- Library
- Parks & Recreation
- School Department

### 6. CIP REPORT

The CIP Report will be a living document and will be updated annually. The report will consist of the following sections:

1. Administration
2. Project Narratives
3. CIP Financial Plan

#### Appendices

- Complete Project List
- Individual Project Sheets

The CIP Report should be maintained online.

It is recommended that the CIP Committee present the CIP Report to the Town (Public Hearing) to represent the CIP Report and discuss major projects proposed.

Some suggested modifications included:

- Having a resident who is not a member of a board as a CIP Committee Member.
- Details on the process spreadsheets
- Requiring the departments to go to the Selectmen first, then on to the CIP Committee.

Planning Board Meeting Minutes - February 18, 2015

Approved March 4, 2015

Mr. Barham submitted a draft timeline spreadsheet to which suggested changes were made in order to allow sufficient time for activities within the CIP process.

Mr. Barham will make the changes to both documents and send resulting drafts to the Land Use Office to be forwarded to the Members for further review.

Mr. Barham and Mr. Coombs volunteered to be the Planning Board Members on the CIP Committee.

#### Sign Ordinance

Mr. Kohlhofer said he had been looking at the current Sign Ordinance and he would like to bring in ordinances from other towns for the Board to review and possibly give him some direction before he spends a lot more time on recommended amendments. All agreed.

#### INCOMING CORRESPONDENCE

Received:

- Copy of a January 28, 2015 correspondence to the Selectmen from the Rockingham Planning Commission, as the designated Metropolitan Planning Organization (MPO), relative to the Regional Transportation Projects and Priorities. This is a 20-year plan in which the Martin Road bridge replacement is listed to start and finish in the year 2020 under the State Aid Bridge Program at a total projected cost of \$648,284.
- Copy of a January 28, 2015 correspondence to the Selectmen from the Attorney firm of PretiFlaherty in Concord, NH relative to a NH Planning and Zoning course they are offering.

Mr. Downing made the motion to adjourn at 9:10 pm.

Motion seconded by Mr. Coombs with unanimous favorable vote.

Next regular meeting: March 4, 2015

Respectfully submitted,

Meredith Bolduc, Land Use AA/Recording Secretary

#### ACTION ITEMS

From January 21

Bolduc

- Process the LLADJ decision for Remick and Millios. Completed.
- Have Coombs PB appointment drawn. Completed.
- Forward the Jacob's Cove security recommendation to the Selectmen. Completed.

From February 18

Bolduc

Planning Board Meeting Minutes - February 18, 2015  
 Approved March 4, 2015

- Contact Dan Tatem relative to planning projects

**PROJECTS PENDING/COMPLETED WITH RPC**

- CIP Annual Process - Funded with the 2010 Targeted Block Grant (TGB); completion date of June 30, 2010. Paid Towns share of **\$1,000** in December 2009. Pending as of this date.
- Provide one (1) final paper copy and one (1) electronic version of the updated MP. Provide one (1) final copy of all elements of the CIP annual update process- Funded with the 2010 Targeted Block Grant (TGB); completion date of June 30, 2010. Paid Towns share of **\$1,000** in December 2009. Pending as of this date.
- Energy Chapter of MP – Funded through the Energy Technical Assistance Program (ETAP) (no Town cost-share). Completion date of April 30, 2012. Pending as of this date.
- Growth Control Chapter of MP – Funded through the 2013 Targeted Block Grant (TGB); Completion date of June 30, 2014.

Updated project timeline table below. **RPC**

Projects Non-CTAP	Status	2010 30 June	2012 April 30	2012 June 30	2014 June 30	2014 August 20
CIP Process Submittal Materials (2010 TBG)	Pending	Contracted Completion Date				
1 final copy of updated MP, CIP elements (2010 TBG)	Pending	Contracted Completion Date				
MP	Pending		Completion date		Contract Completion Date	
Energy Chapter MP	Completed				Contract Completion Date	Approved
Growth Control Chapter						